

CHECK AS YOU GO!**APPLY TO CHICO STATE**

- New students complete application at Cal State Apply (www.calstate.edu/apply) for admission to California State University, Chico.

START THE SCHOLARSHIP PROCESS EARLY

- Application to Chico State is required for Wildcat scholarships. Apply for Wildcat scholarships starting **January 2**, for the next academic year. The 2022-2023 deadline is February 15, 2022. www.csuchico.edu/fa/scholarships/wildcat.shtml
- Apply for **External Scholarships**. Research in the fall and apply as soon as possible for the 2022-2023 academic year. www.csuchico.edu/fa/scholarships/external.shtml

STEPS TO COMPLETE THE FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)

- Obtain a FSA ID number (<https://studentaid.gov/fsa-id/create-account/launch>), which you will use to complete your **Free Application for Federal Student Aid** (FAFSA). Parents of dependent students must also obtain a FSA ID.
- Apply for financial aid by submitting a **FAFSA** at www.studentaid.gov/h/apply-for-aid/fafsa each year **between October 1 and March 2** to be considered for all available funds. FAFSAs continue to be accepted throughout the academic year for remaining funds. Use our **FAFSA School Code 001146**.
- Enter your name exactly as it appears on your Social Security card.
- If you are an eligible non-citizen, you must enter your Permanent Registration Number.
- First-time students should enter their grade level as “never attended college & 1st year undergraduate.”
- Use your and your parents 2020 income tax information.
- If possible, use the IRS Data Retrieval Tool to streamline the FAFSA application process. www.studentaid.gov/resources/irs-drt-text
- View your Student Aid Report (SAR) mailed or emailed to you. Verify information and make corrections if necessary.

YOUR FINANCIAL AID OFFER

- A link to your estimated financial aid offer will be sent to your Wildcat email by late March**, if you have submitted a FAFSA and included Chico State’s FAFSA School Code (001146).
- View your estimated financial aid offer.** Accept, reduce, or decline individual award items **within 45 days**, to avoid cancellation of aid. If you accept a loan offer, we suggest that you reduce the loan and only borrow the amount you need.
- First year Cal Grant Entitlement participants must submit a confirmation of their high school graduation to CSAC prior to being awarded a Cal Grant. Use WebGrants 4 Students (<https://mygrantinfo.csac.ca.gov>) to submit your confirmation.
- Read **Authorization to Release Information**: <https://www.csuchico.edu/fa/forms/index.shtml> under “Other Forms”. If you want to permit our office to discuss your confidential financial aid information with specific individuals (e.g., parents, spouse) you must authorize them in your Portal. Log in to Student Center, go to the Student Records section, then click “Authorization to Release”.
- If you want your parents, guardians or a third party to have access to financial and/or academic information, you can grant Guest User access for them. To add a Guest User, go to ”Manage Guests” under Student Records in the Student Center and select user permissions. The next day the Guest User will receive an email with instructions on how to create an account.
- If your income or your parents’ income has decreased dramatically compared to 2020 income due to unemployment, disability, or other adverse conditions, you may submit an **Exceptional Circumstances Appeal** available May 1, 2022 (www.csuchico.edu/fa/circumstances/appeals.shtml) for re-evaluation of your financial aid eligibility. Appeals will be processed in the order received. We recommend that you accept your initial award offer and plan to cover preliminary costs from your current aid package, employment, and family resources.

FOLLOW-UP STEPS: VERIFICATION

- Many students are selected for verification, which is like an audit of your FAFSA. Frequently, additional documentation may be required. Check your Student Center account and your Financial Aid Account regularly to see what is needed to complete your financial aid file. Pay attention and respond to emails or texts from us requesting additional information.
- If on your To-Do List, create your Financial Aid Account at <https://csuchico.verifymyfafsa.com>. All requested items must be uploaded as soon as possible to avoid delay in receiving your aid. If you have any problems uploading documents, please call us at 530-898-6451. Priority deadline for your submittals is June 1 in order to have any financial aid available to you before the start of school.
- Check your Wildcat email for notification of revisions to your financial aid.

FEE PAYMENT

- View “What I Owe” under “Financials” in your Student Center. Before your fees are due (www.csuchico.edu/sfn), pay fees or the difference between all university charges and the financial aid you have accepted. For residence hall students, your outstanding **University Housing** charges for the semester will be deducted from your financial aid.

ARRANGING TO RECEIVE YOUR MONEY

- To receive your financial aid electronically, enroll in direct deposit by selecting “E-Refund” under the “Financials” section of your Student Center.
- If you are a first-time borrower of a **Federal Direct Stafford Loan** at CSU Chico, you must complete the following to receive funds:
 - **Loan Entrance Counseling** <https://studentaid.gov/entrance-counseling/>
 - **Stafford Master Promissory Note** at <https://studentaid.gov/mpn/subunsub/landing>.
- If your parent is a first-time borrower of a **PLUS Loan** at Chico State, your parent must complete the following to receive funds:
 - **Stafford Master Promissory Note** at <https://studentaid.gov/mpn/parentplus/landing> requiring FSA ID # of same parent who applied for loan.
 - Parents receiving a PLUS Loan may apply for direct deposit by completing the Parent Plus Loan Direct Deposit form (<https://www.csuchico.edu/fin/resources/forms.shtml>) with their information and by attaching a pre-printed, voided check.
- Complete and return a **Financial Aid Enrollment Update** (<https://www.csuchico.edu/fa/forms/index.shtml>) to notify us of **enrollment changes** (e.g., attending fall/spring only, attending another school) so that we can revise or cancel your award if appropriate.

DISBURSEMENT OF FUNDS

- If your financial aid file is complete, the first possible disbursement of most federal and state aid and scholarships each semester is the Thursday **prior to the first day of classes**. (<https://www.csuchico.edu/fa/award-info/disbursements.shtml>)
- “**Disbursement**” includes two processes:
 - When your financial aid file is complete, your aid is transferred into your Chico student account to be credited toward your fees and other university charges.
 - Once charges are paid, the Student Financial Services Office (SSC 230) issues a refund to you for any credit balance on your account.
- If you are an **alternative (private) loan borrower**, first possible payment of an alternative loan is the second Thursday of the semester.
- Full-time enrollment** (<https://www.csuchico.edu/fa/eligibility-enrollment/undergrad-eligibility-enrollment.shtml>) is necessary to receive the maximum financial aid for which you are eligible.
- Wildcat Scholarships** and **Presidential Scholarships** require full-time enrollment.
- Recipients of **external (outside) scholarships** must do the following in order to receive their scholarship funds:
 - Ask the organization awarding you funds to mail the check to Chico State, Attn: Student Financial Services, SSC 230. If they send it to you, please submit it to Student Financial Services immediately.
 - The check will be entered into your financial aid award. Check your Wildcat email for notification of a change to your award.
 - Once entered into your award, the scholarship is considered pending aid. See www.csuchico.edu/fa/resources/faq.shtml#uni.
 - External scholarships may take up to three weeks to process once the check is received.

IMPORTANT INFORMATION TO AID THE PROCESS

- Use your **Chico ID** to enter the Chico portal (<https://portal.csuchico.edu/>) and to view your **Student Center** for personalized information. Always use your **Chico ID** when contacting us or another Chico State office.
- Wildcat Mail** is the University’s **official means of communication**, and most of our communications will be sent to it. As soon as you receive an email account, begin checking it regularly. See your Admissions acceptance packet for email account instructions. (www.csuchico.edu/google/).
- The **Financial Aid and Scholarship Office website** (www.csuchico.edu/fa) has important information regarding **Steps to Financial Aid** and other important financial aid and award information.
- Follow us on Instagram (ChicoStateFinaid) or Facebook (ChicoStateFASO) for info and upcoming deadlines pertaining to financial aid.
- For individual and timely assistance chat with us live on our website, call us at 530-898-6451, or email your specific questions to finaid@csuchico.edu. Same-day appointments with Financial Aid Advisors are also available upon request.

Policies that may affect your financial aid

- Please be familiar with financial aid **Policies and Conditions** (www.csuchico.edu/fa/policies/index.shtml) to know your rights as well as the regulations required of us to administer financial aid.
- All students are offered a financial aid package based on full time enrollment. If you are **enrolled part-time, your award will be revised by our office to match your enrollment**. Please read **University Census** (www.csuchico.edu/fa/eligibility-enrollment/census.shtml) to understand how financial aid disbursements may be adjusted based on number of units enrolled.
- You must maintain satisfactory academic progress in order to maintain your eligibility for financial aid**. Please read and understand the **Satisfactory Academic Progress (SAP)** policy (www.csuchico.edu/fa/policies/satisfactory-progress.shtml).

Summer Financial Aid

- Students who enroll in summer courses and have completed a FAFSA or CADAA will automatically be evaluated for financial aid. Funds are limited so enroll in summer classes early.